

ASSISTANT FIRE COMMISSIONER 1

GENERAL

This is the junior working level of fire prevention work in the Province, wherein employees conduct routine fire safety inspections in order to identify fire hazards and have them corrected as well as ensuring that existing fire prevention systems are functioning properly.

This level may also be used as a recruitment and training level for more senior level positions. In this instance, employees would advance to the second level after gaining sufficient competence and experience, normally including one year as an Assistant Fire Commissioner.

TYPICAL DUTIES

Conducts routine maintenance fire safety inspections.

Identifies fire safety hazards and arranges to have them corrected.

Ensures that existing fire prevention systems are functioning properly.

Promotes fire safety awareness.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of legislation and regulations respecting fire safety and inspection.

Considerable knowledge of effective inspection and training procedures and techniques.

Ability to liaise effectively with a variety of people concerning the Acts and regulations governing and affecting the fire safety and inspection fields.

Education, Training and Experience

Several years' related experience or the successful completion of an approved training program plus several years' related experience.

ASSISTANT FIRE COMMISSIONER 2

GENERAL

This is the full working level of work involving fire prevention activities aimed at improving the level and quality of fire prevention systems, or the delivery of approved training programs for fire services, industrial, institutional and emergency services personnel. Employees at this level are expected to function under general supervision.

TYPICAL DUTIES

Conducts fire prevention inspections for the purpose of upgrading existing structures.

Determines whether existing fire prevention systems are adequate for existing occupancy and recommends appropriate systems for upgrading.

Monitors the inspection work performed by local Fire Inspectors.

Promotes fire safety awareness.

Conducts training programs for emergency services personnel such as police and ambulance staff.

Conducts fire protection surveys within communities to assess adequacy of water supply, fire fighting equipment and to identify areas of high fire hazard.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of legislation and regulations respecting fire safety and inspection.

Considerable knowledge of effective inspection and training procedures and techniques.

Ability to liaise effectively with a variety of people concerning the Acts and regulations governing and affecting the fire safety and inspection fields.

Ability to function effectively as an instructor in a classroom setting.

Education, Training and Experience

Several years' related experience or the successful completion of an approved training program plus several years' related experience.

ASSISTANT FIRE COMMISSIONER 3

GENERAL

This is an advanced working level of a highly complex and technical nature involving fire investigations, or the development, delivery and evaluation of training programs for the Office of the Fire Commissioner. Supervision received is limited in nature and considerable initiative is required in performing the duties.

Incumbents at this level may supervise local municipal assistants or municipal police (investigators), or supervise certified fire service instructors in the delivery of training programs.

TYPICAL DUTIES

Investigates and reports on all fires involving suspicion of arson, fatalities, second alarm fires, unknown cause or origin.

Briefs Crown Attorneys for prosecution in cases of arson and serves as a Crown witness when required.

Co-ordinates fire investigations involving police, fire departments and insurance companies.

Develops, delivers and evaluates training programs and supervises certified fire service instructors involved in the delivery of training programs.

Assists in the planning and implementation of programs for the Office of the Fire Commissioner.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the Acts and regulations respecting fire safety, inspection and investigation.

Ability to exercise considerable judgment and initiative.

Thorough knowledge of effective training, investigation and inspection techniques and procedures.

Ability to develop and evaluate training programs.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective public relations.

Ability to supervise and co-ordinate the activities of others.

Education, Training and Experience

Extensive related experience. Some positions may also require the completion of approved related courses.